

DD/M&S 74-0287

DD/M&S Registry
Reports

31 JAN 1974

MEMORANDUM FOR: Executive Director
Interagency Classification Review Committee

SUBJECT : Progress Report on the Status of the CIA
Data Index System

1. This memorandum responds to your recent request for a progress report on the status of the CIA Data Index System as of 31 December 1973.

2. With reference to items (1), (2) and (4) on which our report is requested, for a number of years this Agency has had an effective computer-based document storage retrieval system. The system was created for, and is used to control and retrieve, all finished intelligence reports produced by this Agency and the data included in such reports. A few modifications were made in the system in the latter part of 1972, so that since 1 October 1972 we have had a fully operative data index system, including the nine data elements called for by Section VII of the NSC Directive of 17 May 1972.

3. You also ask whether our "system is effective in meeting the objectives of the Executive Order or not and, if not what changes, consistent with established requirements" we plan to make in order to make it effective. As the preamble to the Executive Order indicates, the objectives of the Order are to insure that information bearing on the effectiveness of our national defense and the conduct of our foreign relations is protected, but only to the extent necessary; that is, information can be made available to the public when it is not, or no longer needs to be, protected. Any use of the data index system that contributes to the protection of defense information and to preventing over-protection contributes to the accomplishment of the objectives of the Order.

- 2 -

4. As to the former, I believe our index system is of limited value. The use of the system, of course, does not actually prevent security leaks, but it is a useful tool to limit and restrict access to classified information. The system can be used to ascertain the number of copies of given documents and the names of primary recipients and, therefore, can be of value in investigations of security leaks. By no means do the availability and use of our data index make certain that the source of a leak can be ascertained, particularly so in this day of the ready availability of copying machines.

5. The system can be helpful towards the objective of preventing the allegation of classification from denying the public information which should not be classified or should no longer be classified. The system enables the identification of the levels of classification and dates set for declassification, the names of classifiers, and similar information. This obviously can be useful in processing such documents for release or availability. It is anticipated that as experience under the Order is acquired and as we get closer to the time when documents will have been classified under the Order for ten or more years, the system will be of more use in these areas.

/s/ Harold L. Brownman

HAROLD L. BROWNMAN
Chairman

CIA Information Review Committee

CRS:HE:bec (19 Dec 73)
Rewritten:OGC:RHL:sin (18 Jan 74)
Rewritten:DDM&S/ISAS:GFD:slh (25 Jan 74)

Distribution:

Orig. Addressee

- 1-OGC (Mr)
- 2-DDM&S Chrono Subject
- 1-D/CRS
- 1-Mr. Warner
- 1-Dr. Chamberlain
- 1-ISAS

STA

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/M&S		
2			
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks: Please destroy first version of memorandum to Executive Director, ICRC, (DDM&S 73-4865) signed by Mr. Brownman on 31 December 1973, and substitute attached version which was actually forwarded to ICRC.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
UNCLASSIFIED	CONFIDENTIAL	SECRET	

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
OFFICIAL ROUTING SLIP			
			STAT
TO	NAME AND ADDRESS	DATE	INITIALS
1		1/29/74	D
2			
3	Mr. Blake	21 JAN 1974	TJ
4	Mr. Lansdale ⁶⁷⁻⁷⁴⁻ 1/29/74 C 160	1/29	R/R
5	Mr. Brownman		PLH
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
			STAT
Remarks:			
<p>1 to 3 & 5: I earlier asked [] to rewrite the OGC paper, which was not really clear to me. The language, particularly in paragraph 5, still leaves something to be desired, but I recommend your signature rather than further delaying the memo, which was due 28 January.</p> <p>4) Since this has been rewritten since your suggested reply of 18 January, would you please review prior to Mr. Brownman's signature. Would appreciate expeditious handling. Thanks []</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
			STAT
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	

OGC 74-0098

18 January 1974

MEMORANDUM FOR: Deputy Director for
Management and Services

SUBJECT : Progress Report to ICRC on CIA
Data Index System

1. Attached at Tab A is a suggested reply for your signature to the ICRC request for a progress report on the CIA Data Index System which is required to be maintained by the NSC Directive under Executive Order 11652. The ICRC request is at Tab B.

2. This proposed reply differs from the earlier one in that it addresses itself to the question as to the extent to which our Data Index System is effective in meeting the objectives of the Executive Order, as ICRC requests. It differs also by omitting to go into detail concerning the manner and time at which we adjusted our system to add several of the nine data elements which the Directive requires it to have.

3. Also attached at Tab C is the proposed reply of 31 December which Tab A would replace. I recommend your signature and concurs.

STAT

STAT

Associate General Counsel

Attachments

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

31 DEC 1973

MEMORANDUM FOR: Executive Director
Interagency Classification Review
Committee

SUBJECT : Progress Report on the Status of
the CIA Data Index System

1. This memorandum responds to your undated request for a progress report on the status of the CIA Data Index system.
2. A report organized by the four categories requested in paragraph 2 of your memorandum follows:

a. Description of the System

An existing in-house computer-based document storage and retrieval system was adopted for use as the CIA Data Index. CIA finished intelligence reports have been identified as records of historical value and are controlled by the Data Index System.

A review of the Data Index requirements specified in Section VII of the National Security Council Directive of 17 May 1972 indicated that all but four requirements could be met by using the existing system. The four categories of required information which were not included in the CIA information retrieval system at that time were: exemption category, identity of classifier, addressees, and file designation.

Modification of the retrieval system to include exemption category was undertaken and completed in September 1972. Programming necessary to adjust the CIA retrieval system to include the three other required data items was considered but rejected as impractical because the information could be provided less expensively manually. The identity of the classifier on all CIA finished intelligence can be obtained from the machine record for department of origin. Classifiers on all CIA finished intelligence reports are the office heads of the production components. Addressees for all CIA finished intelligence products are easily available from CIA production offices. They can be reconstructed manually when necessary. Programming to create machine records indicating file designation was not undertaken since all CIA reports included in the Data Index are filed in one place.

b. Use of the System

Two quarterly reports on the status of CIA classification have been provided to your Committee. The first report was forwarded in July 1973 and the second in October 1973. Information is reported on National Security Standard Form 324 which, in its present format, requires reporting totals by classification and exemption category only.

c. Effectiveness of the System

Monthly checklists of CIA finished intelligence production are produced internally to ensure timeliness and accuracy in the quarterly reports submitted to your Committee. Quarterly cumulated machine listings are used to prepare the quarterly status reports. Since it is felt that our current system meets all of the requirements for the Data Index, no revisions of the system are planned.

d. Operational Characteristics of the System

Recording information for the Data Index began on 1 October 1972. The system is fully operational.

25X1

HAROLD L. BROWNMAN
Chairman

CIA Classification Review Committee

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

31 Dec - 1973

MEMORANDUM FOR: Executive Director
Interagency Classification Review Committee

SUBJECT : Progress Report on the Status of the CIA
Data Index System

1. This memorandum responds to your recent request for a progress report on the status of the CIA Data Index system as of 31 December 1973.

2. With reference to items (1), (2), and (4) on which our report is requested, for a number of years this Agency has had a highly effective and sophisticated computer-based document and information retrieval system. The system was created for, and is used to control and retrieve, all finished intelligence reports produced by this Agency and the data included in such reports. A few somewhat minor modifications were made in the system in the latter part of 1972, so that effective 1 October 1972 we have had a fully operative data index system, which includes the nine data elements called for by Section VII of the NSC Directive of 17 May 1972.

3. You also ask whether our "system is effective in meeting the objectives of the Executive Order or not and, if not, what changes, consistent with established requirements" we plan to make in order to make it effective. As the preamble to the Executive Order indicates, the objectives of the Order are to insure that information bearing on the effectiveness of our national defense and the conduct of our foreign relations is protected, but only to the extent necessary; that is, information which does not need to be protected or no longer needs to be protected is to be made available to the public. It would follow that any use of the data index system that contributes to the protection of defense information and to preventing over-protection contributes to the accomplishment of the objectives of the Order.

4. As to the former, I believe our index system is of limited value only. The use of the system of course does not actually prevent security leaks, but it is a useful tool to limit and restrict access to classified information. The system can be used to ascertain the number of copies of given documents and the names of addressees and, therefore, can be of value in investigations of security leaks. By no means do the availability and use of our data index make certain that the source of a leak can be ascertained, particularly so in this day of the ready availability of copying machines.

5. The system can be helpful towards the objective of preventing the protection of classified information from serving to deny to the public information which should not be classified or should no longer be classified. By use of the system, the levels of classification and dates set for declassification, the names of classifiers, and similar information can be ascertained. This obviously can be useful in processing such documents for release or availability. It is anticipated that as experience under the Order is acquired and as we get closer to the time when documents will have been classified under the Order for ten or more years, the system will be of more use in these areas.

/s/ Harold L. Brownman

Harold L. Brownman
Chairman

CIA Information Review Committee

OGC:RHL:sin (18 Jan 74)

Original - Addressee

2 - DDM&S *Chambers, Bullock*

1 - [redacted]

1 - OGC/ [redacted]

1 - D/CRS

1 - Mr. Warner

1 - Dr. Chamberlain

STAT

STAT

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT

FROM:

EXTENSION

NO.

C/ISAS, Rm 2E 42

STAT

DATE

21 December 1973

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

DD/M&S

BX-4

26 DEC 1973

WLA

Janet:

2.

3.

4.

5.

6.

R.B.

7.

8.

9.

10.

11.

12.

13.

14.

15.

This is an ad hoc report requested by the Executive Director of the ICRC. It should be dated as of December 31, 1973, regardless of what date Harold actually signs it.

25X1

*Release on
31 Dec. 1973.*

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>		
2	DX-2		
3			
4	<i>Hold - 12/28</i>		
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: Gail: I have some problem with the proposed reply to Bill Brown on the progress report on the CIA Data Index System. Mr. Brownman has invited me to make any suggested changes, which I will do shortly. Note in this connection that our reply to Brown is due by 28 January 1974. <div style="border: 1px solid black; width: 80px; height: 30px; margin: 10px auto;"></div> <div style="text-align: right; margin-right: 50px;">25X1</div> ✓ cc: Mr. Brownman			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<div style="border: 1px solid black; width: 150px; height: 20px;"></div> OGC, 7D07, Hdqs.			27 Dec. 73
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	

FORM NO. 1-67

237

Use previous editions

(40)

STAT

STAT

INTERAGENCY CLASSIFICATION REVIEW COMMITTEE
WASHINGTON, D.C. 20408

TO:

28 Jan
(DR) ICRC
Central Intelligence Agency Information
Review Committee
c/o Assistant to the Director
Central Intelligence Agency
Washington, DC 20505

FROM:

William L. Brown
Executive Director

SUBJECT:

Data Index System Progress Report

Section VII of the National Security Council Directive Governing the Classification, Downgrading, Declassification, and Safeguarding of National Security Information dated May 17, 1972, states that each Department originating classified information or material shall undertake to establish the data index system provided for in that section no later than July 1, 1973. The purpose of the data index is to pursue the objectives of Executive Order 11652 to establish a credible and sound security classification system.

The primary objectives of the system are (1) to facilitate better management of classified documents by each Department; in particular, to provide a manual or automated system of identifying and locating classified documents either scheduled for declassification or for periodic classification review, or as requested by the Departmental Review Committee, the Interagency Classification Review Committee (ICRC) or pursuant to Sec. 5 of Executive Order 11652; (2) to monitor implementation of Executive Order 11652 by drawing upon the information (data elements) within the data index in response to periodic or other report requirements; (3) to facilitate inspection as to proper marking and as an aid in evaluating the need for classification authority; (4) to insure better protection for classified information and material, and (5) to facilitate public access to information as it becomes declassified. On January 23, 1973, a detailed Letter of Instruction for the data index system which was signed by Ambassador Eisenhower, former Chairman of the ICRC, was sent to each Departmental Review Committee.

2

In continuing to meet its responsibilities to assist the National Security Council in monitoring implementation of Executive Order 11652, the ICRC requests that your Department submit a progress report to the ICRC on the status of your departmental Data Index System as of December 31, 1973. The report should include such information as (1) a brief narrative report describing the system as it is now operating including the types of categories selected for information having sufficient historical or other value which would require preservation, (2) the use being made of the system, (3) whether the system is effective in meeting the objectives of the Executive Order or not and, if not, what changes, consistent with established requirements, your Department plans in order to make it effective, and (4) whether the system is in full operation or not and if not, an estimated date for full operation.

Please submit the subject report to the ICRC no later than January 28, 1974. If you should have any questions, please call the ICRC office at 962-0411.